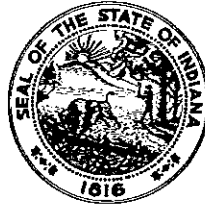

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058
INDIANAPOLIS, IN 46204
PHONE (317) 232-3773
FAX (317) 232-8779

MEMORANDUM

TO: Local Government Fiscal Officers

FROM: Brian E. Bailey, Commissioner

BEB

DATE: January 6, 2012

SUBJECT: 2012 – 2013 Budget Calendar

On-time property tax bills are a top priority for the Department of Local Government Finance ("Department") for 2012.

To achieve this objective, it is necessary for all involved in the property taxation process to understand that there are sequential deadlines for each step in the process. Attached are key deadlines for calendar year 2012. **The deadlines below were adjusted to reflect the appropriate business day by which the step must be accomplished to ensure on-time billing for 2012.** Failure to abide by any of these deadlines jeopardizes compliance with statutory obligations for timely property tax billing.

Contact your local Department field representative with specific questions about the budget calendar or the budget process. Contact information for field representatives is available by visiting "Contact Us" on the Department web site, www.in.gov/dlcf/2338.htm#BudgetFld, or by calling 317-232-3777.

2012 Budget Calendar

Depending on the relevant statute, deadlines occurring on a Saturday, Sunday, or Legal Holiday may be effective on the following business day. The dates below reflect the appropriate business day by which an action must be accomplished.

January 1	Beginning of new calendar budget year. Year-end cash balances and operating results available.
January 17	Assessment date for mobile homes. IC 6-1.1-1-2; IC 6-1.1-7.
January 31	Deadline for schools on a fiscal year budget to adopt a budget. IC 6-1.1-17-5.6.
February 15	Last day for the Department to certify 2012 budgets, rates, and property tax levies. IC 6-1.1-17-16.
February 29	Units file 2011 Annual Report with State Board of Accounts. In addition to being used for SBOA audit, this information is used by the Department to prepare an annual report on expenditure per capita of political subdivisions. IC 5-11-1-4; IC 6-1.1-33.5-7. The Department will deny entirely a unit's budget and additional appropriations until the unit files an annual report or 100R. Likewise, the Department will not approve the budget of a township trustee who fails to file an annual township assistance report pursuant to IC 12-20-28-3(f) in the preceding calendar year. Deadline for <u>each</u> political subdivision to submit report to the Department of any outstanding bonds or leases (as of January 1). IC 5-1-18-9. Deadline for county auditors to submit electronic data of tax duplicate for 2011 pay 2012 to the Department and Legislative Services Agency. IC 36-2-9-20.
March 1	Assessment and valuation date for all tangible property except annually assessed mobile homes under IC 6-1.1-7 (2012 tax bills). IC 6-1.1-1-2; IC 6-1.1-1-19. Deadline to establish new units in order to receive a property tax levy in 2013. IC 6-1.1-18.5-7.
March 15	Last day for county auditor to prepare and deliver to the Auditor of State and county treasurer a certified copy of an abstract of the property,

assessments, taxes, deductions, and exemptions for taxes payable in 2012 in each taxing district of the county. IC 6-1.1-22-5.

April 2

Deadline for Department to review budget by fund for each school corporation. IC 6-1.1-17-16(j).

Deadline for county auditor to deliver the abstract to the county treasurer or the treasurer is to issue provisional tax bills under IC 6-1.1-22.5-6.

Deadline for creation of fire protection territory for following year taxes. IC 36-8-19-6.

April 25

Last day for county treasurer to mail 2011-pay-2012 property tax bills for taxes due May 10. IC 6-1.1-22-8.1.

Last day for county treasurer to give first notice of the 2012 tax rate to be collected in the county for each purpose and the total of the rates in each taxing district. IC 6-1.1-22-4.

May 2

Last day for county treasurer to give second notice of the 2012 tax rate to be collected in the county for each purpose and the total of the rates in each taxing district. IC 6-1.1-22-4.

May 9

Last day for county treasurer to give third notice of the 2012 tax rate to be collected in the county for each purpose and the total of the rates in each taxing district. IC 6-1.1-22-4.

May 10

Due date for first installment of 2012 property tax bills. IC 6-1.1-22-9.

May 14

Last day for library boards to adopt CPF plan, hold a public hearing, and submit the plan to the library fiscal body. IC 36-12-12-3.

July 1

Beginning of budget year for schools on a fiscal year budget. IC 6-1.1-17-5.6.

Beginning of following year's 18-month budget cycle.

July 2

Property tax distribution of May 10 collection. IC 6-1.1-27-3.

First six months fund balances and operating results available.

The Department and the State Budget Agency (after December 31, 2009) jointly calculate the CAGIT or COIT rate that must be imposed in a county to raise income tax revenue in 2013 for the property tax levy freeze. IC 6-3.5-1.5.

	Last day for the county assessor to deliver the real estate book to the county auditor (i.e., roll and balance 2012-pay-2013 gross assessed values). IC 6-1.1-3-17(b); IC 6-1.1-5-14.
July 16	Last day for Redevelopment Commissions to report available TIF surplus AV or shortfall to county auditor. IC 36-7-14-39.
July 31	Last day for library fiscal body to reject or approve CPF plan submitted by the library board. IC 36-12-12-4.
August 1	Deadline for county auditors to certify 2012-pay-2013 net assessed values and estimates of miscellaneous revenues with units and the Department IC 6-1.1-17-1.
	Deadline for the State Budget Agency to certify the income tax distribution for 2013. IC 6-3.5-1.1-9; IC 6-3.5-6-17; IC 6-3.5-7-11.
	Deadline for units to submit to the Department cumulative fund proposals. IC 6-1.1-17-16.7.
September 2	Last day for first publication of proposed 2013 tax levy, budget, and notice to taxpayers of public hearing (Budget Form 3). IC 6-1.1-17-3.
September 9	Last day for second publication of proposed 2013 tax levy, budget and notice to taxpayers of public hearing (Budget Form 3). IC 6-1.1-17-3.
September 17	Last <i>possible</i> day for units to submit proposed 2013 budgets, rates, and levies to county fiscal bodies for non-binding review and recommendation. <i>This submission must be made at least forty-five days before the civil taxing unit adopts its 2013 tax rate, levy, and budget.</i> This review applies to taxing units that are not subject to binding review. IC 6-1.1-17-3.5.
September 20	Last day that a library board may submit a Capital Project Fund Plans to the Department for inclusion in the following year's budget order. (Not a statutory deadline.) IC 36-12-12-4.
October 1	Deadline for second and third class cities to adopt salary ordinances. IC 36-4-7-3.
	Effective date for LOIT rate changes adopted by ordinance between January 1 and September 30. IC 6-3.5-1.1-1.5; IC 6-3.5-6-1.5; IC 6-3.5-7-4.9.
October 2	Last <i>possible</i> day for taxing units that are subject to binding adoption to submit proposed budgets, rates, and levies to the appropriate city/town or county fiscal body for adoption. <i>This</i>

submission must be made at least thirty days before city/town or county fiscal body adopts 2013 budgets. IN OTHER WORDS, THIS DEADLINE IS SUBJECT TO THE CITY/TOWN OR COUNTY FISCAL BODY'S SCHEDULING OF THE ADOPTION HEARING, WHICH COULD BE HELD BEFORE NOVEMBER 1. Units subject to binding adoption include conservancy districts with appointed boards, all solid waste management districts, all fire protection districts, and units with appointed governing bodies whose proposed budgets are increasing at a percentage greater than the assessed value growth quotient. IC 6-1.1-17-20.

- October 17** Last *possible* day for county fiscal body to complete review and issue non-binding recommendation to civil taxing units regarding civil taxing units' proposed 2013 tax rates, levies, and budgets. *This review must be completed at least fifteen days before civil taxing unit adopts its rate, levy, and budget. IN OTHER WORDS, THIS DEADLINE IS SUBJECT TO THE SCHEDULING OF THE ADOPTION HEARING, WHICH COULD BE HELD BEFORE NOVEMBER 1. IC 6-1.1-17-3.5.*
- October 19** Last day for units to file excessive levy appeals for a school transportation operating fund, annexation/consolidation/extension of services, three-year growth, emergencies, or correction of errors. IC 20-46-4-10; IC 6-1.1-18.5-12; IC 6-1.1-18.5-13(1), (3), (13); IC 6-1.1-18.5-14.
- October 22** Last *possible* day for taxing units to hold a public hearing on the 2013 budget. *The public hearing must be held at least ten days before budget is adopted (except in Marion County and in second class cities). IN OTHER WORDS, THIS DEADLINE IS SUBJECT TO THE SCHEDULING OF THE ADOPTION HEARING, WHICH COULD BE HELD BEFORE NOVEMBER 1. IC 6-1.1-17-5.*
- October 29** Last *possible* day ten or more taxpayers may object to the 2013 budget, tax rate, or tax levy of a political subdivision. *The objection must be filed not more than seven days after the public hearing. IN OTHER WORDS, THIS DEADLINE IS SUBJECT TO THE SCHEDULING OF THE ADOPTION HEARING, WHICH COULD BE HELD BEFORE NOVEMBER 1. IC 6-1.1-17-5(b).*
- October 31** Last day to adopt a "HEA 1478-2007" LOIT rate for levy freeze, public safety, or property tax relief. IC 6-3.5-1.1-1.5; IC 6-3.5-6-1.5; IC 6-3.5-7-4.9.

Last day to adopt an ordinance establishing, increasing, decreasing, or rescinding “legacy” COIT, CAGIT, or CEDIT rates. IC 6-3.5-1.1-1.5; IC 6-3.5-6-1.5; IC 6-3.5-7-4.9.

November 1

Deadline for all taxing units to adopt 2013 budgets, rates, and levies. IC 6-1.1-17-5(a).

If a taxpayer objection petition is filed, the fiscal body of the political subdivision shall adopt with its 2013 budget a finding concerning the objection and any testimony presented at the adoption hearing. IC 6-1.1-17-5(c).

Last day for schools to adopt their Capital Projects Fund (CPF) Plan and Bus Replacement Plan. IC 20-46-6-8.1; IC 20-46-5-6.1.

In Marion County and second class cities, the public hearing may be held anytime after introduction of 2013 budget. IC 6-1.1-17-5(a). Note that November 1 is the last date for adoption of the budget.

Effective date for LOIT rate changes adopted by ordinance between October 1 and October 15. IC 6-3.5-1.1-1.5; IC 6-3.5-6-1.5; IC 6-3.5-7-4.9.

November 13

Due date for second installment 2012 property tax bills. IC 6-1.1-22-9.

December 1

Effective date for LOIT rate changes adopted by ordinance between October 16 and October 31. IC 6-3.5-1.1-1.5; IC 6-3.5-6-1.5; IC 6-3.5-7-4.9.

December 17

Last day for the Department to accept additional appropriation requests from units. IC 6-1.1-18-5.

December 31

Deadline for units to file shortfall excess levy appeals with the Department. IC 6-1.1-18.5-12(a)(2).

Property tax distribution of November collection. IC 6-1.1-27-3.

End of business for calendar/budget year.

Deadline for towns to adopt salary ordinance for the ensuing year. IC 36-5-3-2. Note that the ordinance must be adopted the year before it is effective. **Deadline for counties other than Marion County to adopt salary ordinance for 2013.** IC 36-2-5-3.

Last day for taxpayer to complete and date applications for deductions and credits (must be filed with county auditor on or before January 7, 2013). IC 6-1.1-12; IC 6-1.1-12-44.

January 1 Beginning of new calendar budget year.

January 31 Deadline for fiscal schools to adopt a budget. IC 6-1.1-17-5.6.

February 15 Last day for the Department to certify 2013 budgets, rates, and property tax levies. IC 6-1.1-17-16.

February 28 Deadline for each political subdivision to submit report to the Department of any outstanding bonds or leases (as of January 1). IC 5-1-18-9.

Deadline for county auditors to submit electronic data of tax duplicate for 2012 pay 2013 to the Department and Legislative Services Agency. IC 36-2-9-20.

March 1 Units file 2012 Annual Report with State Board of Accounts. In addition to being used for SBOA audit, this information is used by the Department to prepare an annual report on expenditure per capita of political subdivisions. IC 5-11-1-4; IC 6-1.1-33.5.

The Department will deny entirely a unit's budget and additional appropriations until the unit files an annual report or 100R. Likewise, the Department will not approve the budget of a township trustee who fails to file an annual township assistance report pursuant to IC 12-20-28-3(f) in the preceding calendar year.

Assessment and valuation date for all tangible property except annually assessed mobile homes under IC 6-1.1-7 (2013 tax bills). IC 6-1.1-1-2; IC 6-1.1-1-19.

Deadline to establish new units in order to receive a property tax levy in 2014. IC 6-1.1-18.5-7.